

DD/A 76-1246

12 March 1976

MEMORANDUM FOR THE RECORD

FROM : John F. Blake
Deputy Director for Administration

SUBJECT: External Speaking Requests

1. There has been a slow but perceptible growth in activities by Agency officers in addressing external audiences. This, of itself, could well lead to even increased activity as the word circulates that the Agency is willing to address the public. It also appears clear that the Director will assume more of a public posture than his predecessors and, again, this will probably result in an increased volume of requests.

2. It seems prudent to properly organize ourselves so that there is some degree of coordination on the matter of the Agency responding to requests for speakers, that steps be taken to share the additional burden upon officers, and that we have a record of who has spoken where at any given time. The appropriate element to handle this matter would appear to be Mr. Thuermer's Office.

3. The principal avenues to which requests historically have come to us are through Mr. Thuermer's Office, Office of Legislative Counsel, Office of Training, and the Academic Coordinator in DDI. The system we envision would work as follows. The Directorates would have forwarded names of qualified speakers, varying in age and grade, to Mr. Thuermer. At such time as any unit receives a request to address an external gathering the following steps would be taken:

a. If the component receiving the request believes it has a qualified individual to handle the matter, the component will call Mr. Thuermer's Office and make, as a matter of record, the name of the group to be addressed, the time and location, and the name of the Agency speaker.

b. The component, after registering with Mr. Thuermer the facts concerning the invitation, may request him to nominate a speaker from his roster to fulfill the engagement.

c. Voluntary feedback would also be of interest. Components and/or speakers will be encouraged to make a matter of record with Mr. Thuermer's Office any particular matter concerning an external presentation that they believe warrants recording. Such feedback could include comments on receptivity of the presentation, any type of hostility, any particular interesting single or pattern of questions, requests for follow-up, etc.

Signed: John F. Blake

John F. Blake

Attachment to DD/A 76-1248 - Same Subject and Date

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75-10582

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Director	18 MAR 1976	<i>JA</i>
2	7D-5607		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Sir:

There is attached a letter of acknowledgment to Mr. Ward Ditmer for your signature.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Administration	3/15/76

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